

# NOTICE



# ACCESS TO RECORDS

You have a right to inspect and copy certain records under Wisconsin's Open Records Law. Post pursuant to s.19.34 Wisconsin Statutes.

## RECORDS INSPECTION AND PHOTOCOPYING GUIDE

The Wisconsin Department of Transportation (WisDOT) is composed of the Office of the Secretary, three executive offices and five functional divisions, each of which maintains records covered by the state's open records law. The Office of the Secretary and the main offices of the functional divisions are located at 4802 Sheboygan Ave., Madison, WI. Some of the functional divisions have regional offices and records located throughout the state. Please search your telephone directory for the WisDOT office nearest you.

## ORGANIZATION

### OFFICES

- **Office of the Secretary** oversees WisDOT's operations, policies and positions on issues related to all divisions and the state's transportation infrastructure.
- **Office of Policy, Budget & Finance** coordinates the development of WisDOT's biennial budgets and analyzes policy, management and financial issues.
- **Office of General Counsel** researches and drafts legal opinions, administrative rules and proposed legislation.
- **Office of Public Affairs** provides information about WisDOT policies and programs through news releases, publications and audio-visual programs; coordinates public education campaigns; and distributes internal communication materials.

### FUNCTIONAL DIVISIONS

- **Business Management** manages WisDOT's day-to-day business in the areas of personnel, payroll, fiscal services, information technology, records and forms, research, library, facilities, fleet, purchasing, graphic design, and communication services.
- **Transportation System Development** ensures the efficient delivery, maintenance, and operations of the State Trunk Highway (STH) system. Provides uniform direction in planning, design, and construction phases of project delivery as well as improving the safety and efficiency of the STH system. Provides leadership in the protection of public interests and resources through public and local interactions.
- **Transportation Investment Management** conducts long-range, multimodal transportation planning, and guides the use of state and federal transportation dollars based upon research and data analysis of the state's transportation systems.
- **State Patrol** enforces traffic and criminal laws; promotes highway safety; helps motorists in need; inspects trucks, school buses and ambulances; and helps local law enforcement agencies with natural disasters or civil disturbances.
- **Motor Vehicles** provides vehicle registration and drivers licenses; administers motor vehicle laws; licenses motor vehicle dealerships; and administers a vehicle emissions testing program.

## ACCESS TO PUBLIC RECORDS & GENERAL FEES FOR OBTAINING A COPY OF RECORDS

It is the state of Wisconsin policy and WisDOT's public records policy (TAM 58) that all persons are entitled to the greatest possible information regarding the affairs of government and the official act of those officers and employees who represent the people.

WisDOT, in compliance with the provisions of s.19.34 Wis. Stats., and the above-mentioned policies, provides notice to the public regarding accessibility to records for which WisDOT is responsible. These records are accessible to the public during the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday and by appointment.

WisDOT may charge reasonable copy and search fees. For electronic records, this includes costs for computer disks or tapes, central processing unit and staff time needed to run the computer to produce the record. The photocopy fee established by our public records policy (TAM 58), except where otherwise set by law, is set at \$0.25 per page. Additional search fees may be charged only if the record search exceeds \$50. DMV is authorized to charge an additional search fee for driver and vehicle title and registration records. WisDOT may require a prepayment of any fee/s if the total copying or search fees exceed \$5. WisDOT may also waive or reduce copy and search fees, if waiver is determined to be in the public interest. Sales tax is not charged for searches or copies of materials that are public records unless the records are produced expressly for the purpose of sale. Please confirm the fee before you request photocopying.

## PROCEDURE TO FOLLOW TO REQUEST COPIES OF RECORDS

Make your request orally or in writing to the Records Custodian listed below. If the records are not maintained by the Records Custodian, ask for help in determining where that record information is kept.

1. Once contacted, the Records Custodian will review your request to determine if the record or records exist. Any request for a record must reasonably describe the record or information sought. (Please note that not all record information is available for inspection or copying because access is prohibited by state or federal law.)
2. Once your request has been reviewed, and the Record Custodian determines existence of the record and accessibility, the Record Custodian will provide you with a copy of the record information or allow you to inspect the record information, and provide a place for that review.
3. If your request is denied, the Record Custodian will explain why your request cannot be granted. You may request that the reasons for denial be put in writing and given to you.
4. Please make your check payable for the exact amount to: Wisconsin Department of Transportation, or as otherwise indicated by the Record Custodian.

## WISDOT LEGAL RECORDS CUSTODIANS & STATE PUBLIC OFFICIALS

### Executive Offices

Frank Busalacchi, Secretary  
Ruben Anthony, Jr., Deputy Secretary  
Christopher Klein, Executive Assistant  
Wisconsin Department of Transportation  
PO Box 7910  
Madison, WI 53707-7910  
E-mail: [sec.exec@dot.state.wi.us](mailto:sec.exec@dot.state.wi.us)  
Telephone: 608-266-1114  
FAX: 608-266-9912

### Division of Business Management

Brenda Brown, Administrator  
Wisconsin Department of Transportation  
PO Box 7915  
Madison, WI 53707-7915  
E-mail: [administrator.dbm@dot.state.wi.us](mailto:administrator.dbm@dot.state.wi.us)  
Telephone: 608-266-2878  
FAX: 608-267-4892

### Division of Transportation Investment Management

Mark Wolfram, Administrator  
Wisconsin Department of Transportation  
PO Box 7913  
Madison, WI 53707-7913  
E-mail: [dtim@dot.state.wi.us](mailto:dtim@dot.state.wi.us)  
Telephone: 608-266-0255  
FAX: 608-266-0686

### Division of Transportation System Development

Kevin Chesnik, Administrator  
Wisconsin Department of Transportation  
PO Box 7965  
Madison, WI 53707-7965  
E-mail: [division-office.dtid@dot.state.wi.us](mailto:division-office.dtid@dot.state.wi.us)  
Telephone: 608-267-7111  
FAX: 608-264-6667

### Division of Motor Vehicles

Lynne Judd, Administrator  
Wisconsin Department of Transportation  
PO Box 7911  
Madison WI 53707-7911  
Telephone: 608-266-2234  
FAX: 608-261-0136

### Division of State Patrol

David Collins, Superintendent  
Wisconsin Department of Transportation  
PO Box 7912  
Madison, WI 53707-7912  
Telephone: 608-267-7102  
FAX: 608-267-4495

## OFFICE HOURS

### WisDOT Main Office

Hill Farms Building - Madison  
7:30 a.m. – 5:00 p.m.

### Transportation Regional Offices

8:00 a.m. – 4:30 p.m.

### State Patrol Regional Posts

8:00 a.m. – 4:30 p.m.

### Motor Vehicle

### Customer Service Centers

Hours vary. Please inquire at appropriate office.